

ADMINISTRATIVE - INTERNAL USE ONLY
This Notice Expires 1 September 1974

STATINTL

MANAGEMENT

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30 August 1973

AGENCY ASSISTANCE TO U.S. FEDERAL,
STATE, AND LOCAL GOVERNMENT COMPONENTS

1. Recent developments have demonstrated the need to make certain that all assistance or support rendered by the Agency in the United States to other federal, state, and local government departments and components be known to and approved by the Agency's current top level management. This notice institutes a reporting system on the basis of which each such current activity, unless excepted in paragraph 7 hereof, will be approved for continuation or will be terminated or modified.

2. Each Operating Official shall report to his Deputy Director all current agreements, arrangements, and practices by his component whereby assistance or support is provided to any government unit mentioned above, or to private organizations in connection with services that they provide to such government units. Reports will cover administrative, financial, or logistical assistance, as well as operational and intelligence support. Reports should be submitted as soon as possible, and in any event not later than 21 September 1973. Any activity not reported by that date, through error, omission, or otherwise, shall be reported as soon as possible thereafter. Any such support or assistance activity undertaken after the effective date of this notice shall be reported at the time it is approved or instituted.

3. Each activity shall be reported separately, following the attached format as closely as possible, to facilitate proper collation of the data. General descriptions of a series of individual actions are appropriate, especially with respect to arrangements for continued support of a consistent type in the future. The description of the activity should give as full narrative treatment as is necessary to ensure understanding of its essential aspects. Activities already reported pursuant to requests for information relating to Watergate and Ellsberg matters need not be repeated under this notice.

4. Upon receipt of the required reports, each Deputy Director will order the termination of all activities which, for reasons of economy or because of legal, political, or operational considerations or any other policy reasons, he determines should be discontinued. Each Deputy Director will forward to the Inspector General three copies of the reports of all activities which he does not terminate under this paragraph. By forwarding reports to the Inspector General, the Deputy Director thereby endorses the continuation of the activities

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reported. The Inspector General, after requesting and receiving the views of the General Counsel, will forward the reports to the Director, through the Executive Secretary, with such recommendations for continuation, termination, or modification of the activities as he may deem appropriate. The Executive Secretary will be responsible for further disposition, as directed by the Director.

5. Deputy Directors will also forward to the Inspector General three copies of all reports of activities discontinued pursuant to paragraph 4. The Inspector General will prepare a summary of these activities for the Director.

6. The foregoing requirements on Deputy Directors apply also to Heads of Independent Offices as appropriate.

7. The requirements of paragraph 2 do not apply with respect to requests

(a) concerning activities explicitly authorized by NSCID's, DCID's, or Agency regulations;

(b) for permission for third agency dissemination;

(c) for preparation or passage of information, analyses of information, or reports, concerning foreign phenomena, including foreign personalities;

(d) for security clearances and related information under Executive Order 10450 or Executive Order 10865;

(e) for employment references;

(f) received by a component or representative of the Agency located or assigned outside the United States from a component or representative of another department or agency of the United States Government located outside the United States, unless there are indications of possible involvement in U.S. internal security or in law enforcement activity.

8. Questions about these requirements may be directed to the Inspector General,

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Attachment

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

DISTRIBUTION: ALL EMPLOYEES

Directorate

Component

Summary description of agreement, arrangement and/or practice of providing support or assistance.

Description of activity, including relevant dates.

Location of assistance.

Organization(s) involved.

Basis or reason for activity.

Financial costs.

Manpower.

Agency employee (and telephone number) to consult for additional information.

Attachment